

Notice Date: January 2015

Dear Plan Member:

### **Request For More Information**

Our records show that you are currently enrolled in a health plan through Maryland Health Connection. This letter is to remind you that additional documents are needed to confirm your eligibility to remain enrolled in this health plan. **To be eligible to continue your enrollment in a health plan through Maryland Health Connection, you must provide the requested documentation described below by January 27, 2015. Our records show that you have not yet provided the requested documentation.**

In order for you to continue to be eligible for enrollment in a health plan through Maryland Health Connection, we need proof that you are a U.S. citizen, U.S. national or lawfully residing in the U.S. **Please provide us with a copy of at least one document that shows that you are a citizen, a national or that you have obtained a lawfully present status.** If there is a minor associated with this request and/or you are the responsible person for a minor, please provide the requested document(s) on his or her behalf.

**If you are not a U.S. citizen or national but you are lawfully present, be sure to also include documentation of the official date of lawful entry into the U.S.** For example, documentation of the date of lawful entry may include an Arrival/Departure Record (I-94) in an Unexpired Foreign Passport.

If you have already provided this documentation, please re-send the information to us again. We apologize for any inconvenience this may cause you. You can call us at 1-855-642-8572 if you need more information about acceptable documents or to confirm if we have received your verification documents.

### **How to Submit Your Documents**

Complete and send us the ["Immigration Status Verification Checklist"](#) included in this letter with copies of any document(s) you are submitting to us. Do not send original documents. Please write your Maryland Health Connection ID number at the top of any copies you send us. Please make sure the copy of your documents is clear and legible. This may require enlarging a copy of your document to make sure that we can read the information. If you have special circumstances that make it difficult for you to submit documents or you have questions, please call (855) 642-8572 (TTY: (855) 642-8573).

There are two ways you can submit your documents:

1. By mail. Send your documents to us at:  
Maryland Health Connection  
P.O. Box 857  
Lanham, MD 20703-0857
2. By fax. Fax your documents to us at: (855) 642-8574.

If you have designated or would like to designate an authorized representative to act on your behalf in response to this letter, please contact the Call Center at (855) 642-8572 (TTY: (855) 642-8573).

### **Additional Information Regarding Your Household Members**

If there are other individuals in your household who are enrolled in a health plan through Maryland Health Connection and their information requires verification, they will receive a separate notification.

### **Your Enrollment in a Qualified Health Plan**

While we are waiting to receive your information, you must continue to pay the monthly cost (premium) for your health coverage on time to your health insurance carrier.

If we do not receive the requested information by **January 27, 2015**, you will no longer be eligible for enrollment in a health plan through Maryland Health Connection. Failure to submit this information will result in the cancellation of your health plan through Maryland Health Connection and you would then need to enroll in a health insurance plan directly with your insurance carrier.

In addition to submitting the requested documentation, there is an important step you need to take if you have not already done so to get financial help for coverage in 2015. **You will need to visit [www.MarylandHealthConnection.gov](http://www.MarylandHealthConnection.gov) to apply for coverage with financial help -- you have to take this step even if you had coverage in 2014.** You will need to create a new account and application even if you had one in 2014. You may apply at any time through February 15, 2015.

**You will need to submit required documentation** to verify that you are a U.S. citizen, U.S. national or lawfully residing in the U.S. in order to qualify for 2015 coverage.

For more information about your enrollment, please contact the Call Center at (855) 642-8572 (TTY: (855) 642-8573).

Sincerely,  
Maryland Health Connection  
We will keep your information secure and private.

### **Examples of Documents That Can Be Used to Show Citizenship or Lawful Presence**

#### **If you are a U.S. Citizen or U.S. National:**

- Birth Certificate (Form FS-545 or DS-1350)
- Hospital/Doctor Records Established at Time of Birth (Form 1184)
- Consular Report of Birth Abroad issued by the U.S. Department of State (Form FS-240)
- U.S. Passport or Passport Card (excludes Limited Validity Passports issued for less than 5 years)
- Certificate of Citizenship (N-560, N-561)
- Certificate of Naturalization (N-550, N-570)
- Native American/Alaska Native Tribal Documents (issued by federally recognized tribe, including Tribal Enrollment Card, Certificate of Degree of Indian Blood and Tribal Census Document)

#### **If you are lawfully present in the U.S.:**

- Foreign Passport with Reentry Permit (I-327)
- Refugee Travel Document (I-571)
- Certificate of Eligibility for Nonimmigrant (F-1) Student Status (I-20)
- Certificate of Eligibility for Exchange Visitor (J-1) Status (DS-2019)
- Valid, unexpired Permanent Resident Card issued by the U.S. Department of Homeland Security (Form I-551)
- Unexpired Employment Authorization Documents (Form I-766)
- Temporary Resident Card (I-688)
- Employment Authorization Card (I-688A)
- Employment Authorization Document (I-688B)
- Arrival/Departure Record (I-94) in Unexpired Foreign Passport